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110861

11 August 1961

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Accomplishments, Plans and Objectives - CLANDESTINE SERVICES PERSONNEL DIVISION

A. Accomplishments during Fiscal Year 1961.

1. The Division continued to provide secretariat and staff support to the CS/CS Board and the subordinate Panels. The following items deserve special mention.

a. Each Section of the CS Panel as well as the Agent and TSD Panels held biannual promotion exercises.

b. Section D of the Panel implemented the policy which denies promotion beyond grade GS-05 to certain members of the CS Service who are unwilling or unable to accept overseas assignment.

c. The Special Secretarial Group was formed and now has ten members on board. (This is the group of highly trained and mobile secretaries that are [REDACTED] ment at the time of their entrance on duty.

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d. We developed studies and made recommendations to the DDP concerning action to separate surplus CS/CS personnel under [REDACTED]

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e. We monitored the application of the Optional Retirement Program within the CS/CS.

B. Plans and Objectives for Fiscal Year 1962.

1. Sections A, B, & C of the CS Panel will devote a major portion of their time during the first part of the FY in implementing [REDACTED]

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2. An Agency survey of PM skills will be conducted, and the results maintained in this Division. This may be expanded to include other Covert Action qualifications.

3. We will maintain an inventory of language requirements with the CS/CS and recommend action for application on language awards in accordance with the Language Development Program contained in [REDACTED]

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Chief, Clandestine Services  
Personnel Division

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